

MINUTES FOR THE
PROJECT ENGINEERS MEETING
MONDAY, AUGUST 25, 2003
9:30 A.M. CONFERENCE ROOM "C"

1. Branch Staff Meeting.....Greg Perfetti

- Market Study: The PD-105's have been worked and are in the process of being distributed. Due to a ruling by State Personnel, some individuals will not receive the maximum in range adjustment as indicated on the Engineering Labor Market salary schedule. In February 1991, the TE I Special Entry Rate was increased by \$2,092. In April of 2000, it was increased again by \$1,772. Any employee who received these increases will have the amounts deducted from the MIA shown on the Labor Market salary schedule. This will affect a number of individuals in this Unit. Money for P.E.'s is coming.
- Four Program Manager positions will be posted soon. Two will be staffed under preconstruction and two under PDEA. They are currently a pay grade 80.
- The new High Quality Resource Policy that has been developed with the help of David Henderson will identify and list high quality environmental areas that we will be avoiding or minimizing (bridging)
- Merger 01 training will begin in January of 2004.
- Debbie reminded everyone that e-mail is public domain. Be careful what you put in your correspondence.
- Although there has been no formal statement regarding a change in our current policy, Len Sanderson has expressed some reservations concerning employees working four ten-hour days. We will hear more about this later.
- Classes for the Supervision for Managers course has been delayed until January of 2004. Jim Kellenberger is looking into whether this course is necessary with the others he has in place.

2. CAAD & PC Update.....Randy Bissette

- We had the Project Systems Overview last week. If you don't have an SAP log-on, let Randy know. You can call the help desk to get a new password. Once you get on, try to keep your passwords up to date. This system will take the place of the PMSS.
- The CADD users group will start meeting again the first week in September. Ricky will set the meeting up and notify you. Project Engineers should select a representative and let Ricky know who that is.
- Delete your e-mail by using the shift and delete keys rather than just clicking on delete. If you just click on delete, it will remain on the server.
- If you need to make a large copy on the new machine, see Randy or Bob. Please don't try to run these yourself.
- FTP is currently down because of the new "worm" virus. They are checking the system.
- We have several TI-86 calculators available. If you have TI-86's that would like to have one of these, see Randy.

3. On Site Detours..... Ricky Keith

- You will be seeing less on site detours on your bridge replacement projects. Especially in areas of environmental concern, we will be designing wider structures and staging construction to handle the traffic. Please watch for these in scoping meetings. Make sure that structure recommendations, hydraulic design report and traffic control all agree.

4. December Lettings.....Ricky Keith

- Most of you are aware that there will be two lettings in the month of December. These will be on December 9th and the 16th. If you have a project in the December 9th letting, please make sure your plans are turned in two weeks early.

5. PDH's.....Ricky Keith

- If you have Professional Engineers in your project groups that do not have all their PDH's for the year, please let me or Tom Koch know. Several courses are available and some have already been scheduled for October, November and December.

6. Superelevation on Bridges.....Ricky Keith

- Please limit the maximum rate of superelevation on your bridge designs to .06. Let me know if you get requests to use superelevation rates greater than this on your structure recommendations.

7. Other.....

- Project Engineers are to e-mail Tom Koch with the name of a representative for the curved girder meeting. Please select someone within the curved girder design experience if possible.
- Request for Foundation Recommendations- see handout. Please note that you must send three half sized copies of the preliminary general drawing with all requests for foundations. Our submittal letter will be revised to reflect this.
- If you have a railroad project that goes to the dead files, let Lonnie or Paul know so they can pull the railroad correspondence.
- Service Awards will be presented September 4th from 2:30 p.m. to 3:30 p.m. at the front office.